

Emergency Medical Services
Daily Operations Manager

The City of Highland seeks qualified applicants for the full-time position of **EMS Daily Operations Manager**. Primary responsibilities include the daily administration and operation of the EMS division; Assists the EMS Battalion Chief with/and supervision of full-time and part-time staff; assists in developing the division budget and oversees cost control and expenditures. Other duties include performing as an EMT; performing administrative tasks such as processing patient reports, payroll processing, and scheduling.

Qualifications include a high school diploma or equivalent, EMT-Paramedic Licensure, minimum of five years related EMS experience, and related management experience. Knowledge of business operations as it pertains to budgeting, staffing, scheduling and expense reporting. A high level of community commitment is essential. Ability to utilize MS Office including Access is essential. Strong mathematical skills including ability to develop / analyze statistical data as it pertains to trending. Candidate must have knowledge of pre-hospital care commensurate with level of licensure (Region IV - Anderson System reciprocity required). Candidates must also have ability to assess a situation, determine response and resources needed as well as the ability to lift heavy objects, perform job duties during a stressful situation, and operate an ambulance and related equipment during emergency situations. Excellent communication and interpersonal skills are required. Candidates must also have ability to work a flexible schedule. Residency within the Highland City Limits is required within six (6) months of completion of the probationary period.

If you meet the qualifications outlined above please submit a resume and application no later than Friday, January 2, 2015 to: City of Highland; Attn: Director of Human Resources; 1115 Broadway, P.O. Box 218; Highland, IL. 62249. EOE